

THE QUEEN CITY ACADEMY CHARTER SCHOOL
815 West 7th Street
Plainfield, NJ 07063

Our Mission

The mission of The Queen City Academy Charter School is to provide a nurturing and cooperative learning community where each student can achieve his/her maximum academic, creative, and physical potential; develop a lifelong love of learning; develop respect for self and others in a multicultural world; develop self confidence and self esteem; function with high ethical standards; and accept responsibility.

AGENDA

March 23, 2015 – 6:30 p.m.

I. Call to Order of the Annual Reorganization Meeting 1 Minute

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, The Queen City Academy Charter School Board of Trustees has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Courier News on March 20, 2015 and posted at the entrances of the school.

II. Roll Call 1 Minute

Dr. Brian Kramer	___	Ms. Andrea Silvershein	___
Ms. Gail Bennett-Tafaro	___	Mr. Henry McCloud	___
Mr. Mark Sharp	___	Mr. Shep Brown	___
Ms. Marlene Harvey	___	Ms. Robin Pistorius	___
Mr. Omowale Morgan	___	Ms. Sherylyn Tucker	___

III. Flag Salute 1 Minute

IV. Reorganization Meeting 20 Minutes

- A. Renewal of Board members** with expiring terms for new three-year terms:
- i. Ms. Gail Bennett-Tafaro
 - ii. Ms. Robin Pistorius
 - iii. Mr. Mark Sharp

Motion:

Second:

Passed:

Roll Call	Kramer	Bennett-Tafaro	Morgan	Tucker	McCloud	Brown	Sharp	Silvershein	Pistorius	Harvey
YES										
NO										
ABSTAIN										
ABSENT										

B. Nomination of Officers

- i. Election of the President - _____

Motion:**Second:****Passed:**

Roll Call	Kramer	Bennett-Tafaro	Morgan	Tucker	McCloud	Brown	Sharp	Silvershein	Pistorius	Harvey
YES										
NO										
ABSTAIN										
ABSENT										

ii. Election of the Vice-President - _____

Motion:**Second:****Passed:**

Roll Call	Kramer	Bennett-Tafaro	Morgan	Tucker	McCloud	Brown	Sharp	Silvershein	Pistorius	Harvey
YES										
NO										
ABSTAIN										
ABSENT										

C. **Code of Ethics** – All Board Members: Signature Roster

D. **Committee Selections (Chairpersons):**

- i. Parent-Teacher Relationship Committee
- ii. Curriculum Committee
- iii. Facilities Committee
- iv. Finance Committee
- v. Human Resources Committee
- vi. Policy Committee

E. **Motion to Approve** that the Queen City Academy Charter School Board of Trustees, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Trustees will be held in the Gymnasium, 815 West Seventh Street, Plainfield, New Jersey, at 6:30 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Trustees and any other items brought to the Board's attention by the Board Members, Board Attorney, Director and Business Administrator/Board Secretary

Monday, April 20, 2015, starting at 6:30 pm

Monday, May 18, 2015, starting at 6:30 pm

Monday, June 15, 2015, starting at 6:30 pm

Monday, August 17, 2015, starting at 6:30 pm

Monday, September 19, 2015, starting at 6:30 pm

Monday, October 16, 2015, starting at 6:30 pm

Monday, November 21, 2015, starting at 6:30 pm

Monday, December 18, 2015, starting at 6:30 pm

Monday, January 25, 2016, starting at 6:30 pm

Monday, February 22, 2016, starting at 6:30 pm

Monday, March 21, 2016, starting at 6:30 pm (Regular meeting after Reorganization Meeting)

- F. **Motion to Approve all Board policies, procedures, regulations**, curriculum and programs, and basic textbooks and resources employed in the operation of the school in accordance with state law and regulations, effective July 1, 2015.
- G. **Motion to Approve** TD Bank account and Fulton Bank of NJ as the **depository of record** for the Queen City Academy Charter School accounts:
- Operating Account
 - Payroll Account
 - Payroll Agency Account
 - Summer Plan Account
 - State Unemployment Account
 - Student Activities Account
 - Paula DeVinuto Memorial Account
 - Cafeteria Account
 - Ray Blanco Scholarship Fund
 - Petty Cash Account
 - NJDOE Escrow
- H. **Motion to Approve all checks** drawn against the:
- i. **Operating account** are signed by any two of the following:
 - Business Administrator/Board Secretary**
 - Board President**
 - Board Vice President**
 - ii. **All other accounts** are signed by the Business Administrator.
- I. **Motion to Approve** to the Business Administrator to maintain and disperse the following **Petty Cash** account in accordance with N.J.S.A. 18A:4-15 and :19-13 and Title 6 of the N.J.A.C. 6:20-2.10:
- | | |
|------------------------------|-------|
| Petty Cash | \$500 |
| Petty Cash Limit per expense | \$75 |
- J. **Motion to Approve** that the Business Administrator/Board Secretary be designated as the Board of Trustee's **Claims Auditor** with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the interest of the Board to pay promptly.
- K. **Motion to Approve** the Courier-News and the Star Ledger as the school's **official newspapers** to receive notices of meetings, legal advertisements and all other necessary public notifications for the 2015-16 school year.
- L. **Motion to Approve** Ms. Charlene Jones as the **School Business Administrator/Board Secretary**.
- M. **Motion to Approve** Barre & Company as the school's **Auditors** at an amount not to exceed \$15,000.
- N. **Motion to Approve** The Fortitude Group, Inc. the school's **Insurance Provider**.
- O. **Motion to Approve** Mr. Andrew Brown of Schwartz, Simon, Edelstein & Celso, LLC as **Board Attorney** for the 2015-16 school year.
- P. **Motion to Approve** Mr. Christopher Lessard, SBA as the **Treasurer of School Monies**.
- Q. **Motion to Approve** Dr. Kerri Powell as the **School Physician** for the 2015-16 school year.
- R. **Motion to Approve** Ms. Charlene Jones as the **Affirmative Action Officer**.
- S. **Motion to Approve** Ms. Judith Hester as the **Title IX Officer**.
- T. **Motion to Approve** Ms. Danielle West as the **Homeless Liaison**.
- U. **Motion to Approve** Ms. Judith Hester as the **504 Coordinator**.
- V. **Motion to Approve** Ms. Charlene Jones as the **Integrated Pest Management Coordinator**
- W. **Motion to Approve** Ms. Charlene Jones as the **Public Agency Compliance Officer (P.A.C.O.)**

- X. **Motion to Approve** Ms. Charlene Jones as the **Purchasing Agent** for the 2015-16 school year with a bid threshold of \$26,000 for a non-QPA pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-9 and N.J.A.C. 5:34-5) and the Public School Contracts Law (N.J.S.A. 18A:18A-2)
- Y. **Motion to Approve** Ms. Charlene Jones as the **Right-to-Know contact person** for the 2015-16 school year.
- Z. **Motion to Approve** Ms. Charlene Jones as the **Asbestos Officer**.
- AA. **Motion to Approve** the **Organizational Chart** for the Board of Trustees (attached).
- BB. **Motion to Approve** the **Emergency Management Plan** for the 2015-16 school year (attached).
- CC. **Motion to Approve** adoption of **Roberts Rules of Order** as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary and Board Attorney to act as the parliamentarians for the 2015-16 school year.
- DD. **Motion to Approve** the following companies to provide **tax sheltered salary reduction agreement plans** as follows:
 - i. AXA Equitable 403b Annuity Plan
 - ii. AFLAC Disability Insurance Plan
- EE. **Motion to Approve** that as provided by N.J.S.A. 18A:22-8.1 amended, the Chief Academic Officer/ Director be designated as **Chief School Administrator** to approve such line item budget transfers as are necessary between Board of Education meetings, and

FURTHER BE IT RESOLVED that such transfers shall be reported to the Board of Trustees, ratified and duly recorded in the minutes of such meeting not less than monthly.

- FF. **Motion to Approve** the use of **state contracts** as follows:

WHEREAS, Title 18A:18A-10 provides that “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Queen City Academy Charter School Board of Trustees has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Queen City Academy Board of Trustees desires to authorize its purchasing agent for the 2015-16 to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Queen City Academy Board of Trustees does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

Motion to Approve Items D through FF was made by _____, seconded by _____, and approved _____.

REGULAR MEETING

I. Call to Order of the Regular Meeting **1 Minute**

II. Roll Call **1 Minute**

Dr. Brian Kramer	_____
Ms. Gail Bennett-Tafaro	_____
Mr. Shep Brown	_____
Ms. Marlene Harvey	_____
Mr. Henry McCloud	_____
Mr. Omowale Morgan	_____
Ms. Robin Pistorius	_____
Mr. Mark Sharp	_____
Ms. Andrea Silvershein	_____
Ms. Sherylyn Tucker	_____

III. Flag Salute **1 Minute**

IV. Correspondence **5 Minutes**

- A. Letter from NJDOE approving the request for a waiver for SEMI participation (Special Education Medicaid-Initiative) for the 2015-2016 school year.
- B. Letter from NJDOES approving expansion request for the 2015-2016 school year.

V. New Business **10 Minutes**

- A. New QCA Logo (see attached)

Motion to Approve the New QCA Logo made by _____, seconded by _____, and approved at _____ P.M.

- B. Board Training - April 14, 2015, 5:30pm

VI. Student Liaison **1 Minute**

VII. Teacher Liaison **1 Minute**

VIII. Public Participation **10 Minutes**

Motion to Open Public Participation made by _____, seconded by _____, and approved at _____ P.M.

Motion to Close Public Participation made by _____, seconded by _____ and approved at _____ P.M.

IX. Approval of Minutes **5 Minutes**

- A. February 23, 2015 Regular Board Meeting
- B. February 23, 2015 Executive Session

Motion to Approve Items A - B was made by _____, seconded by _____, and approved at _____ P.M.

X. President's Report **10 Minutes**

XI. Chief Academic Officer/Director's Report **20 Minutes**

A. Director's Report – March 2015 (*see attachment*)

Motion to Accept Director's Report was made by _____,
seconded by _____, and approved _____ P.M.

XII. Curriculum – Gail Bennett-Tafaro, Chairperson **10 Minutes**

A. **ACCEPTANCE OF MONTHLY HIB AND SUSPENSION REPORT**

RESOLUTION 15-129 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, ACCEPTS THE MONTHLY HIB AND SUSPENSION REPORT WITH NO INCIDENTS."

B. **APPROVAL OF FIELD TRIPS**

RESOLUTION 15-130 "RESOLVED THAT THE QUEEN CITY ACADEMY UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE FOLLOWING FIELD TRIPS FOR THE 2014-2015 SCHOOL YEAR"

- April 1, 2015 Davinci Science Center Allentown, PA
- April 24, 2015 K/1st Grade Crayola Factory, Easton , PA
- April 29th 2015 4th Grade Wegmans-Woodbridge , NJ & Woodbridge Bowling Center, Woodbridge, NJ
- April 27th QCA Staff to North Star Academy Vailsburg Campus, Newark, NJ

Motion to Approve Item A - B was made by _____, seconded by _____, and approved _____ P.M.

XIII. Finance – Mark Sharp, Chairperson **10 Minutes**

A. 2015- 2016 Budget Presentation

2015-2016 Budget Approval

RESOLUTION 15-131 "RESOLVE THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, ACCEPTS THE 2015-2016 PROPOSED BUDGET AND SUBMISSION TO THE NEW JERSEY DEPARTMENT OF EDUCATION, OFFICE OF CHARTER SCHOOLS

B. Motion to Approve the expenditure reports/bill listing (attached to checks)

C. Budget Transfers between accounts (see attached)

D. Board Secretary's Certification of Accounts

Pursuant to N.J.A.C. 6A:23-2.10c3, I certify that as of February 28, 2015, no major budgetary line item account expenditure exceeds the amount appropriated by the district Board of Trustees.



Charlene Jones
Board Secretary

March 18, 2015
Date

Board Certification of Accounts

RESOLVED: *After review of the Secretary's and Treasurer's reports for December 2014- January 2015 and based upon consultation with and representations of the appropriate district officials (Secretary, Treasurer and*

Chief Academic Officer/Director), the Board of Trustees of Queen City Academy Charter School has ascertained, to the best of our knowledge and ability, with the information provided, that no major account (Current Expense, Capital Outlay, Debt Service) has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and hereby certifies the district's financial plan (the budget) as approved is being followed as revealed in the financial reports.

Motion to Approve Items A through D was made by _____, seconded by _____, and approved at _____ PM.

XIV. Facilities – Brian Kramer, Chairperson **10 Minutes**
 A. Facilities Report – Expansion Committee Meeting Update

XV. Human Resources – Gail Bennett-Tafaro, Chairperson **10 Minutes**

A. ACCEPTANCE OF PROFESSIONAL DEVELOPMENT

RESOLUTION 15-132 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE FOLLOWING STAFF PROFESSIONAL DEVELOPMENT.”

- Ongoing ELA and Math Coaching provided by Cynthia Millinger and Sarah Tantillo
- 4/15/2015 Karen Kane “Teaching Reading in Small Groups: Assessment and Instruction”, Crowne Plaza in Edison, NJ \$239.00
- 4/15/2015 Kristin Hogan “Teaching Reading in Small Groups: Assessment and Instruction”, Crowne Plaza in Edison, NJ \$239.00
- 4/15/2015 Jessica Prentice “Teaching Reading in Small Groups: Assessment and Instruction”, Crowne Plaza in Edison, NJ \$239.00
- 5/27/15 & 5/28/15 Maria Sfondouris NJTESOL/NJBE Inc. 2015 Spring Conference Hyatt Regency, New Brunswick, NJ \$254.00
- 5/15/2015 Shannon Turner “PESI: Dyslexia, Dyscalculia” Holiday Inn South Plainfield, NJ \$189.00
- 5/13/2015 Farideh Bahrami “RPDA Technology Toolbox for Teachers: Favorite Applications for Assessment Feedback and Student Engagement” Monmouth Mall, Eatontown, NJ \$100.00
- 5/28/2015 Farideh Bahrami RPDA “Differentiated Instruction: Low and High Prep Strategies(3-8)” Monmouth Mall, Eatontown, NJ \$100.00
- 5/28/2015 Virginia Woolley RPDA “Differentiated Instruction: Low and High Prep Strategies(3-8)” Monmouth Mall, Eatontown, NJ \$100.00
- 5/28/2015 Martha Moncada RPDA “Differentiated Instruction: Low and High Prep Strategies(3-8)” Monmouth Mall, Eatontown, NJ \$100.00
- 3/30-31/15, Charlene Jones, NJCSA Conference, Atlantic City, NJ, \$390 conference fee plus travel expenses not to exceed \$150

B. ACCEPTANCE OF RESIGNATIONS

RESOLUTION 15-133 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, ACCEPTS WITH REGRET THE FOLLOWING RESIGNATIONS OF EMPLOYMENT FOR THE 2014-15 SCHOOL YEAR.”

<u>NAME</u>	<u>TITLE</u>	<u>EFF. DATE</u>
NATALIA BREWSTER	PART-TIME ESL TEACHER	4/13/2015
CHRISTOPHER WINTER	MATH TEACHER	4/15/2015

Motion to Approve Items A-B was made by _____, seconded by _____, and approved at _____ PM.

XVI. Policy – Robin Pistorius, Chairperson **10 Minutes**
A. Policy on Tuition/Certification Reimbursement

XVII. Old Business **10 Minutes**

XVIII. Executive Session **20 Minutes**

Motion to go into closed session to discuss personnel matters or other exceptions to the sunshine law as follows:

1. Any matter considered confidential by federal law, state statute, or court rule;
2. Any matter in which the release of information would impair the receipt of federal funds;
3. Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
4. Any collective bargaining agreements;
5. Any matter involving the purchase, lease or acquisition of real property with public funds;
6. Any tactics and techniques used in protecting the safety and property of the public;
7. Any pending or anticipated litigation;
8. Personnel matters related to the employment, appointment or termination of current or prospective employees.

Motion to Open Executive Session made by _____, seconded by _____, and approved at _____ PM.

Motion to Close Executive Session made by _____, seconded by _____, and approved at _____ PM.

XIX. Adjournment **1 Minute**
Motion to Close the Meeting made by _____, seconded by _____, and approved at _____ PM.

Reminders: Board Training April 14, 2015, 5:30PM
April Regular Board Meeting April 20, 2015, 6:30PM